

SAMPLE AROICC CONTRACT MODIFICATION CHECKLIST

Contract No. _____

PC - _____

- _____ Define scope. Is it within the scope of the contract? _____
- _____ Develop government estimate, detailed if > \$25,000.
- _____ Address time extension.
- _____ Will this change double the contract award price?
- _____ If so, did a proper level Contracting Officer approve the change order?
- _____ Create PC in tracking system.
- _____ Request funds.
- _____ Do they include applicable SIOH? _____
- _____ Do they cite the appropriate year's funding? _____
- _____ Is the funds availability certified in writing? _____
- _____ Is UDC necessary? _____ If so, UDC approval? _____
- _____ Draft Request for Proposal.
- _____ RFP sent
- _____ Receive contractor's proposal
- _____ Update tracking system.
- _____ Compare contractor's proposal and government estimate. Is time addressed and supported? Identify lead negotiator. Develop PNP _____
- _____ Develop negotiation strategy.
- _____ PNP approval necessary?
- _____ Negotiate/accept proposal. Confirm cost and time with contractor.
- _____ Revise funds request if necessary.
- _____ Update mod tracking system.
- _____ Draft PNM.
- _____ Update mods tracking system.
- _____ Receive funds.
- _____ Funds & approved PNM to Contracting Officer
- Mod issued.

Modifications > \$500,000

- _____ DCAA audit required
- _____ Pre-negotiation Business Clearance
 - _____ Does it describe the Government's negotiation strategy? _____
 - _____ Does it address all salient points on pricing data? _____
- _____ Post-negotiation Business Clearance
 - _____ Does it address differences with the Pre-negotiation position? _____
 - _____ Does it contain all required supplemental data? _____
 - _____ Have all audit questions been resolved? _____
 - _____ Has DCAA been provided a response on its audit? _____
 - _____ Are all questioned costs in the audit resolved in the change order? _____